

3.1.1.2.2-237

The capability shall be provided to calculate the overtime rate when the employee's salary changes.

If the employee is the Head of Agency or Pay Plan = ES or EX

Pay Rate: Overtime Rate = 0

If the employee's Pay Basis is PD

Pay Rate: Overtime Rate = 0

If the employee's Pay Basis is PH

Pay Rate: Overtime Rate = Salary: Hourly x 1.5

If the employee is not Head of Agency and Pay Basis is not PD or PH

Pay Rate: Overtime Rate = Salary: Hourly x 1.5

- * If the FLSA Pay Status = 'E' and NASA Classification Code is not 10000, the employee's overtime rate shall not exceed the maximum overtime rate as specified in paragraph 3.1.3.2.3-500 of the Gross Pay Computation section. For Fire Fighters, the overtime rate shall be limited to the greater of the overtime rate of a 10/1 in the same pay rate structure found in table TMAX (adjusted for locality pay) or the employee's basic rate of pay (hourly rate).

3.1.1.2.2-239

The capability shall be provided for the Mature process to set Scheduled Adjusted Basic Pay in the Pay Master File equal to the Salary Cap for Reemployed Annuitants (Annuitant Indicator is equal to 1, 4, 5, A, C, or E), **IF** the Empl Scheduled Adjusted Basic Pay Amt is greater than Executive Level III Salary for Pay Plans eq ES, AD, SL, ST, CA, or Executive Level IV if Pay Plan eq GS or GM—Scheduled Adjusted Basic Pay, in Pay Master, not Personnel Master File, shall be set according to the Salary Levels III and IV in Relational Edit Table REX2.

3.1.3.2.1-108

The capability shall be provided to mark the T&A in error status if Credit Hours Leave is reported by appointees with Pay Plan equal to ES or EX or employees not on flexi-tour (Flexi-Tour Indicator = blank).

3.1.3.2.1-109

The capability shall be provided to mark the T&A in error status if Restored Leave is reported by worker trainees (Position Code = 4).

3.1.3.2.1-110

The capability shall be provided to mark the T&A in error status if Military Leave is reported by the following.

- Part-time Coops (Position Code = 1, Tenure Code = 1 or 2)
- Temporary Employees (Position Code = 1, 3, or 5 and Tenure Code = 0 or 3)
- Youth Opportunity (Position Code = 2)
- Military Leave: Used B/W Hours > (Military Leave: Bal Days FYTD x 8)
- Value is not a multiple of 8 when Compressed Work Week Flag equals blank

3.1.3.2.1-111

The capability shall be provided to mark the T&A in error status for any employee whose work schedule is intermittent (Work Schedule = I) and any leave is reported.

3.1.3.2.1-112

The capability shall be provided to mark the T&A in error status when COP Leave is reported unless at least one value of COP Leave Date Limit has been previously established for the employee.

3.1.3.2.1-113

The capability shall be provided to mark the T&A in error status if the total regular hours, paid leave hours, and non-paid leave hours is not equal to 40 hours per week for each employee except those meeting the following criteria.

- New employees for the current pay period
- Employees terminating in the current pay period
- Employees whose work schedule is intermittent or part-time (Work Schedule = P, S, T, or I)
- Employees whose occupation is either fire protection/prevention or law enforcement (Weekly Uncommon Tour Hours greater than zero)
- Employees on furlough (Duty Status = F)
- Employees on Compressed Work Week tours (Compressed Work Week Flag not blank)

3.1.3.2.1-114

The capability shall be provided to mark the T&A in error status if the employee is paid on a daily basis (Pay Basis = PD) and the weekly total reported hours are not divisible by 8 or the weekly total reported hours are greater than 56.

3.1.3.2.1-115

The capability shall be provided to mark the T&A in error status if the total Overtime Hours plus Regular Hours and paid and non-paid leave does not total at least 40 hours for employees who are on an irregular tour (Tour From and To Hours are zero).

3.1.3.2.1-116

The capability shall be provided to mark the T&A in error status if the employee is subject to a dollar limit (dollar limit is not zero) and the employee's Limited Appointment: Balance has reached zero in a prior pay period.

3.1.3.2.1-117

The capability shall be provided to mark the T&A in error status if an employee whose Position Code is not zero is subject to an hour limit (hour limit is not zero) and the employee's Limited Appointment: Balance has reached zero in a prior pay period.

3.1.3.2.1-118

The capability shall be provided to mark the T&A in error status if the employee is subject to a day limit (day limit is not zero) and the Limited Appointment: Balance has reached zero in a prior pay period.

3.1.3.2.1-119

The capability shall be provided to mark the T&A in error status if Holiday Hours are reported for a week that contains no official federal holiday.

3.1.3.2.1-120

The capability shall be provided for T&A reported hours controls to be created and maintained for each type of T&A hours reported. Totals shall be maintained at the center level, pay block level, and for groups of 100 employees within each pay block. The capability shall be provided to prepare the following controls by pay block and center.

- Each type of hours reported in groups of 100 employees
- Number and identification of missing T&As
- Number of employees reactivated for pay this pay period

3.1.3.2.1-121

The capability shall be provided to identify the pay period T&A processing status of each active employee. The status shall be identified as missing, current T&A is in error, and good transaction (the T&A has been processed for current pay period pay and leave computation).

3.1.3.2.1-122

The capability shall be provided to mark the T&A in error status if an hourly intermittent employee (Work Schedule = I, Pay Basis = PH) if it contains premium hours other than overtime.

3.1.3.2.1-123

The capability shall be provided to mark the T&A in error status if a new employee's (New Employee Indicator = Y) check routing information (Financial Inst Routing Nbr or Address: Check Mailing) has not been entered.

3.1.3.2.1-124

The capability shall be provided to mark the T&A in error status if the employee is part time (Work Schedule = P, S, or T) and the total pay period reported hours (week one plus week two) is less than the scheduled Part-Time Hours.

3.1.3.2.1-125

The capability shall be provided to convert Military Leave hours to days as follows.

Compressed Work Week Flag = Blank

Reported Hours / 8

Compressed Work Week Flag = 'Y'

Reported Hours / 8 rounded down to whole days **

** If reported hours equals 72, days shall equal 8 instead of 9.

3.1.3.2.1-126

The capability shall be provided to mark the T&A in error status if the employee is receiving availability pay (Availability Pay: Hourly Rate not = 0) and the Compressed Work Week Flag = Y.

OUTPUTS

The following outputs result from the T&A process.

3.1.3.2.1-200

Employee database updates of T&A reported hours inputs as specified for T&A in Appendix F.

3.1.3.2.1-201

T&A reported hours control. Refer to Core Report 972.

3.1.3.2.1-202

Biweekly totals of reported hours for each employee and pay block. Refer to Core Report 100.

3.1.3.2.1-203

Error and information messages from T&A data entry. (Interactive Responses and Core Report 201 produced after batch T&A process.)

- Miscellaneous
- Advance Pay

Collection adjustments to net earnings shall be applied in the same order as the regular biweekly deduction, but only after all refunds have been applied to new earnings.

INPUTS

The inputs for Net Pay are listed in Appendix F.

PROCESSES

3.1.3.2.4-100

The definition of base earnings for this process includes locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1****), Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) shall be included in the definition of base earnings.

The capability shall be provided to compute the biweekly CSRS deduction for employees with a Retirement Plan of 1, 6, C, E, R, or T and Annuitant Indicator of 2, 3, or 9 by multiplying the biweekly base earnings by the statutory CSRS rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly CSRS government contribution by multiplying the biweekly base earnings by the CSRS statutory contribution rate. When the Base Earnings: YTD plus Empl Local Pay YTD Amt plus Empl Local Pay Trnsfr In YTD Amt plus Empl Admn Uctrd OT YTD Amt plus Availability Pay: YTD plus Base Earnings: Transferred In of an employee contributing to the CSRS offset plan (Retirement Plan of C or E) equals the FICA earnings limit in table TRETIR, the system shall change the rate for CSRS from the reduced rate (RT-RATE in table TRETIR) to the full withholding rate (CSRS Employee Rate in table TRETIR for Retirement Code '1'). The reduced rate shall apply to all earnings up to the Wage Limit and all earnings above the wage limit shall be subject to the full withholding rate.

3.1.3.2.4-101

The capability shall be provided to compute the biweekly OASDI deduction for employees with a Retirement Plan of 2, C, E, K, M, R, T, or N by multiplying the biweekly gross earnings by the statutory OASDI rate. The capability shall be provided to compute the biweekly OASDI government contribution by multiplying the biweekly gross earnings by the OASDI statutory contribution rate. OASDI deductions shall be withheld and government contributions computed only to the extent that OASDI: Earnings YTD plus OASDI: Earnings YTD Trans In is less than the maximum statutory OASDI earnings limit in table TRETIR in Appendix J.

EXTERNAL INTERFACE TAPE SPECIFICATIONS

SOURCE DATA SPECIFICATIONS FOR U.S. TREASURY

DEPARTMENT INTERFACE TAPESN - TD - 1

BOND TAPEN - BOND - 1

EFT TAPEN - EFT - 1

NON EFT TAPEN - NONEFT- 1

SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY

ADMINISTRATION INTERFACE TAPESN - SSA - 1

SOURCE DATA SPECIFICATIONS FOR USDA NATIONAL

FINANCE CENTER INTERFACE TAPES N - USDA - 1

SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY

ADMINISTRATION INTERFACE TAPES N - NEBA - 1